



KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION

P.O. Box 1360, Frankfort, Kentucky 40602 ~ 911 Leawood Drive, Frankfort, Kentucky 40601
(502) 564-3296, Extension 227 ~ www.finance.ky.gov/bpe

APPLICATION TO CHANGE THE LOCATION OF A SCHOOL

INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. This application and all supporting material must be submitted with the application fee of Five Hundred Dollars (\$500.00). This fee is nonrefundable. All fees must be paid by check or money order made payable to the **Kentucky State Treasurer**. DO NOT SEND CASH.
3. Attach continuation sheets if more space is needed to provide information.
4. Refer to KRS 165A.340(3); 165A.400; and 201 KAR 40:025.
5. The facility must be inspected by the Board's designee prior to final approval of this application. You will be contacted by the Board office to schedule this inspection.
6. This completed application may be submitted to the Kentucky State Board for Proprietary Education either by mail to P.O. Box 1360, Frankfort, KY 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601.

CURRENT SCHOOL INFORMATION

School Name		Date Current License Issued	
Street Address	City	State	Zip Code
Telephone Number	Fax Number	Website Address	
Administrative Contact Person Name	Title		
Administrative Contact Person Address	City	State	Zip Code
Administrative Contact Phone Number	Fax Number	Email Address	

CHANGED SCHOOL LOCATION INFORMATION

Changed Street Address	City	State	Zip Code
Changed Telephone Number	Proposed Date of Change		

Reason for change.



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The changed location is Owned Leased Other

If other, explain.

If leased, name, address and phone number of the landlord or owner.

Landlord or Owner Name Telephone Number

Street Address City State Zip Code

SUPPORTING MATERIALS

- Floor plan, marked Exhibit A, including dimensions and total square feet.
- Complete documentation, marked Exhibit B, indicating compliance with applicable fire and life safety codes, and if applicable, health codes.
- Certificate of occupancy, marked Exhibit C.

CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky State Board for Proprietary Education is true and correct in its entirety. In addition, I hereby pledge to follow all standards set out in KRS Chapter 165A and all rules and regulations set out in 201 KAR Chapter 40.

School Official Name Title School Official Signature Date